

Seattle Permits

— part of a multi-departmental City of Seattle series on getting a permit

Blanket Permits

August 2002

If you are a qualifying building owner or operator who frequently seeks a permit from the Department of Planning and Development (DPD), you can streamline your application, review, and permit issuance process by obtaining a single permit that covers a number of remodeling or construction projects in one building.

Called a "Blanket Permit," the process involved eliminates the need for separate application procedures for many non-structural and non-mechanical projects that relate to tenant improvements.

Buildings eligible for Blanket Permits must have a minimum of 50,000 square feet of office space. Other uses besides office spaces may be considered on a case-by-case basis and must be approved by DPD. To be eligible, the use and occupancy must be established for that tenant space.

The Blanket Permit covers 18 months of work, plus one 18-month renewal. During this time, a permit holder must maintain a Blanket Permit account with DPD from which fees are deducted as work is undertaken.

Using your Blanket Permit appropriately will save you time and money while enhancing efficiency for DPD. To be a successful applicant or permit holder, you must correctly submit all required information and understand the permit's limitations. Be sure not to request permission to undertake use or occupancy changes **OR** structural or mechanical projects under your Blanket Permit, as this will cause delays and negatively affect the entire Blanket Permit system.

Types of Blanket Permits Issued

Two types of blanket permits are issued by DPD:

1. New Buildings: A Blanket Permit may be obtained for initial tenant alterations for eighteen (18) months with a one-time renewal. This permit covers improve-

ments to previously unimproved spaces where the occupancy has been established (see also item 2 below). If you need to turn over a space and perform additional tenant improvements within three years of the initial Blanket Permit, you may use the same permit, but a different fee calculation will apply.

2. Existing Buildings: A Blanket Permit may be obtained for alterations that allow for tenant work in previously occupied spaces, or space which remains unoccupied after expiration of the new building Blanket Permit.

Items Not Covered by Blanket Permits

Blanket Permits cannot cover the following activities:

- Structural alterations (except very minor changes approved by the Plans Examiner prior to application)
- Exterior alterations
- Change in use per Land Use Code
- Change in occupancy group or character
- Changes in exiting, fire and life safety requirements, building core, or public spaces (except for very minor changes approved by the Plans Examiner prior to application)
- Work involving food service
- Mechanical work (separate mechanical permits are required)
- Work involving plans reviewed by other city departments and/or DPD zoning plans examiners (such as sprinklers requiring Fire Department approval)
- Work requiring extensive research by a Plans Examiner

Application Requirements

For Blanket Permits **only one contact** is allowed to represent the owner. This contact is responsible for coordinating all submittals to the department under the permit.



City of Seattle
Department of Planning & Development

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www.seattle.gov/dpd

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To apply, the designated contact must meet in-person with a Permit Specialist in the DPD Applicant Services Center, located on the 20th floor of Seattle Municipal Tower at 700 Fifth Avenue in downtown Seattle, (206) 684-8850. A Building Plans Examiner Supervisor will then determine if your building and proposed projects meet the criteria for a Blanket Permit. You will be notified once your eligibility has been confirmed and a Plans Examiner has been assigned to your building.

You will be responsible to set up a Blanket Permit notebook for your project. This notebook is to be an 8-1/2"x11" three-ring binder that includes the following.

- **Legal description** of the property.
- Complete set of microfilm-quality 8-1/2"x11" standard **building detail drawings**, (to be microfilm quality, these must have at least 1/8 inch lettering). You must include specific details of various methods of construction typical to the building, i.e., standard partition assemblies, door framing details, standard partition bracing details, standard ceiling details, etc..
- Complete set of microfilm quality 8-1/2"x11" **floor plans** for each typical floor (to be microfilm quality, these must have at least 1/8" lettering.) Each of these plans must indicate the building name/identifier, floor number(s) and total area of floor(s) shown and show building core and public space locations.
- **Two copies** of the applicable Blanket Permit Record (BPF-1 or BPF-2) with the top section completed (see attached forms).
- **Use approval documentation**, i.e. a copy of the shell and core or MUP approval.

Keep a duplicate copy of all of these documents for your own records and to facilitate future submittals under your Blanket Permit.

Once your Plans Examiner has been assigned, your notebook is ready, and you have paid the required fee per Fee Ordinance 22.900D.010 (the minimum fee is \$2,000.00), come to the Applicant Services Center to see a Permit Specialist. No appointment is necessary.

You will receive the original permit to be kept on the job site. The notebook will be kept and maintained by DPD.

Subsequent Submittal Requirements

Once you have paid your fee and obtained your issued permit, you will be responsible for submitting updated information for the Blanket Permit notebook and required plans whenever you propose to perform work covered by the permit.

Each time you need approval for work under the permit, simply come to DPD Plans Routing, located on the 21st floor of Seattle Municipal Tower at 700 Fifth Avenue, (206) 684-8169. Identify your permit by number, building name, and address, and turn in these items:

- If the applicant is not the Blanket Permit Contact (owner's representative), a **letter authorizing use** of the permit must be signed by the Blanket Permit Contact. Only one authorized owner's representative may use the Blanket Permit.
- **Two sets** of plans, minimum size 18"x18", (see Client Assistance Memo #106) showing proposed construction work, and including details covered in the standard building detail sheets in the notebook.
- **Two copies** of the appropriate 8-1/2"x11" key floor plan illustrating where the work will be done and stating building name/identifier, property address, floor number and floor area, tenant name for affected space(s), value of work, square footage of area to be worked on, submittal date, and blanket permit number.
- **Lighting power budget worksheet.**
- **Two copies each** of an updated Blanket Permit Record (BPF-1 or BPF-2) with all blanks except fee filled in for the proposed work. The notebook will be updated as work done under the blanket permit progresses.

The Plans Examiner assigned responsibility for your Blanket Permit will review your plans, calculate the required fee, and insert a copy of the updated key floor plan and record sheet in the notebook.

Plans Routing or the Plans Examiner will inform you by phone when proposed work is approved, and you may pick up the approved plans and begin work. You may be required to make corrections or changes to your plan to comply with codes; if this is necessary you should plan to pick up and return corrected plans promptly.

Once construction begins, the contractor or contact person for the project is required to call DPD's Inspection Request Line at (206) 684-8900 for inspections.

If the required fee for the value of work proposed under your submittal exceeds the balance in your blanket permit account, you will need to submit an additional amount (\$2,000 minimum) to cover the difference, plus enough to cover future work under the permit, before your submittal will be approved. A negative account balance will not be allowed.

If you have questions after reading this document, please call or visit our Applicant Service Center, 20th floor, Seattle Municipal Tower, 700 Fifth Avenue, (206) 684-8850.

Access to Information

Links to electronic versions of DPD **Client Assistance Memos (CAMs)**, **Director's Rules**, and the **Seattle Municipal Code** are available on the "Publications" and "Codes" pages of our website at **www.seattle.gov/dpd**. Paper copies of these documents, as well as additional regulations mentioned in this CAM, are available from our Public Resource Center, located on the 20th floor of Seattle Municipal Tower at 700 Fifth Avenue in downtown Seattle, (206) 684-8467.

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Seattle Department of Planning and Development

BLANKET PERMIT RECORDAlterations

Property Address: _____

Building Name/Identifier: _____

Contact Person: _____

Phone Number: _____

Blanket Permit #: _____

Beginning Balance In Fund: \$ _____

Submittal Date	Tenant Name	Building Floor	Tenant Area	Estimated Value of Construction	Tenant Fee/Deposit	Remaining Fee Balance

LEGAL DISCLAIMER: This Client Assistance Memo (CAM) should not be used as a substitute for codes and regulations. The applicant is responsible for compliance with all code and rule requirements, whether or not described in this CAM.